

Government of Pakistan

**National Vocational and Technical Training Commission**

**Prime Minister's Hunarmand Pakistan Program**

"Skills for All"



**Course Contents / Lesson Plan**

**Course Title: CIT (Web Development with Python)**

Tags: Front End Technologies, Python, Django

**Duration: 6 Months**

**Revised Edition**

<b>Course Title</b>	Web Development with Python
<b>Objective of Course</b>	<ul style="list-style-type: none"> <li>The objective of the course is to train the person in such a way so that he/she may be able to learn and understand the advanced technologies and terminologies of python as well as develop tools/software in this domain.</li> </ul>
<b>Entry-level of trainees</b>	Intermediate
<b>Learning Outcomes of the course</b>	<ul style="list-style-type: none"> <li>Master Python's object-oriented features such as state, class, objects and inheritance</li> <li>Process text using regular expressions</li> <li>Leverage OS services</li> <li>Implement GUI for your Python application</li> <li>Create modules to promote code-once-use-many-times practice</li> <li>Use Pylint to test and debug applications</li> <li>Deploy DB-API to Query databases</li> <li>Process CSV data through API</li> <li>Create complex platform-independent Python applications</li> </ul>
<b>Course Execution Plan</b>	<p>The total duration of the course: <b>6 months (26 Weeks)</b>  Class hours: <b>4 hours per day</b>  Theory: <b>20%</b>  Practical: <b>80%</b>  Weekly hours: <b>20 hours per week (5 days a week)</b>  Total contact hours: <b>520hours</b></p>
<b>Companies offering jobs in the respective trade</b>	<ol style="list-style-type: none"> <li>Software Houses</li> <li>Government Institutes</li> <li>Upwork</li> <li>Freelancing</li> <li>Fiverr</li> <li>Crossover</li> <li>All Private Institutes who are managing software</li> </ol>
<b>Job Opportunities</b>	<p>Advance Python Applications &amp; Programming for modern Knowledge-based Economies is the main key. It encourages youth to take up research and education in relevant fields of computer science, this course also helps students to design deep leaning models. and also help out the youth how to change the knowledge landscape in Pakistan and brought Pakistan to one of the leading countries in terms of research and software production.</p> <p>The central aim to facilitate students to work from home as freelancer, on a freelancer most of the employer post jobs relevant to our course (Python, Django) and it will great favor to girls who have no permission from their parents to work in industries, further aim is to improve our IT industry. As recently we have faced a pandemic situation and most of the employee lost their jobs, the one thing that work in such situation is IT and software companies.</p> <ul style="list-style-type: none"> <li><a href="https://www.fiverr.com/gigs/django">https://www.fiverr.com/gigs/django</a></li> <li><a href="https://www.upwork.com/freelance-jobs/python/">https://www.upwork.com/freelance-jobs/python/</a></li> </ul>

	<ul style="list-style-type: none"> <li>• <a href="https://itempire.net/top-10-software-houses-in-pakistan.ite">https://itempire.net/top-10-software-houses-in-pakistan.ite</a></li> <li>• <a href="https://www.glassdoor.com/Job/python-jobs-SRCH_KO0,6.htm">https://www.glassdoor.com/Job/python-jobs-SRCH_KO0,6.htm</a></li> </ul> <p>The current rate of progress in software companies in Pakistan is not sufficient to meet the demands of the web applications in the years to come. In order to meet the challenges of the Software/IT companies in every fields of life in Pakistan the current progress rate must be tripled at least. All the companies Whether it is Google or Microsoft, all the giant companies are contributing their share in the software development, even if we start our business, we must need to get some websites for customer attraction and stock managements. The developed countries are now moving to online even in shopping, learning, business and Appointments and say thanks to developer who safe their times and provide such useful thing. Given the lack of opportunities in the country, we need to strive from now to bring a revolutionary and speedy change in the curricula so that a force of students be created in next 3 – 4 years who are trained in the areas of innovative latest programming languages and framework. Pakistan has tremendous talent of people between the age of 18 to 30 years who can be engaged in such creative learning opportunity and design and develop innovative software's and websites.</p>
<b>No of Students</b>	25
<b>Learning Place</b>	Classroom / Lab
<b>Instructional Resources</b>	<p><b>Development Platform:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://github.com/">https://github.com/</a></li> <li>• <a href="https://www.anaconda.com/distribution/">https://www.anaconda.com/distribution/</a></li> <li>• <a href="https://www.jetbrains.com/pycharm/">https://www.jetbrains.com/pycharm/</a></li> <li>• <a href="https://jupyter.org/">https://jupyter.org/</a></li> </ul> <p><b>Learning Material:</b></p> <ul style="list-style-type: none"> <li>• <a href="https://www.udemy.com/topic/data-science">https://www.udemy.com/topic/data-science</a></li> <li>• <a href="https://www.datacamp.com/">https://www.datacamp.com/</a></li> <li>• <a href="https://www.coursera.org/browse/data-science">https://www.coursera.org/browse/data-science</a></li> <li>• <a href="https://www.edx.org/course/subject/data-science">https://www.edx.org/course/subject/data-science</a></li> </ul> <p><a href="https://online-learning.harvard.edu/subject/data-science">https://online-learning.harvard.edu/subject/data-science</a></p>

## MODULES

Scheduled Week	Module Title	Learning Units	Remarks
Week 1	Introduction	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● Introduction to data science</li> <li>● Course applications and use cases</li> <li>● Motivational lecture</li> </ul>	<b>TASK1</b>  <i>Details may be seen at Annexure-I</i>
Week2	Business intelligence	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● Intro to Business intelligence</li> <li>● Business reporting</li> <li>● Using BIRT for BI</li> <li>● PIVOT Tables and charts</li> <li>● Data Visualization                             <ul style="list-style-type: none"> <li>○ Histograms</li> <li>○ Bar charts</li> <li>○ Pie charts</li> <li>○ Box plots</li> <li>○ Density plots etc.</li> </ul> </li> </ul>	<b>TASK2</b>  <i>Details may be seen at Annexure-I</i>
Week3	Interaction to debugging & User Interaction & Strings	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● Basic Syntax (No Semicolon, indentation, no variables type declaration)</li> <li>● Debugging</li> <li>● Syntax Error</li> <li>● Runtime Error</li> <li>● Semantic Error</li> <li>● Locate and resolve errors</li> </ul>	<b>TASK3</b>  <i>Details may be seen at Annexure-I</i>

		<ul style="list-style-type: none"> <li>● Interactions</li> <li>● Print</li> <li>● Input</li> <li>● Introducing to Strings</li> <li>● Input</li> <li>● Output</li> <li>● Concatenations</li> </ul>	
<b>Week4</b>	<b>Advance Strings</b>	<ul style="list-style-type: none"> <li>● <b>Success stories</b></li> </ul> <p><i>( For further detail please see Annexure: III)</i></p> <ul style="list-style-type: none"> <li>● Programming introduction</li> <li>● Jupyter notebook</li> <li>● Virtual Environments setup (Anaconda)</li> <li>● Pycharm installation and tutorial (IDE)</li> <li>● Learn to install packages and libraries</li> <li>● Syntax</li> <li>● Calling</li> <li>● Arguments</li> <li>● Return statement</li> <li>● Working of modules</li> <li>● Built in Functions</li> </ul>	<p><b>TASK4</b></p> <p><i>Details may be seen at Annexure-I</i></p> <p><b>1<sup>st</sup> Monthly Test at end of month (Week-4)</b></p>
<b>Week 5</b>	<b>List data Type &amp; Methods</b>	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b></li> </ul> <p><i>(For further detail please see Annexure: II)</i></p> <ul style="list-style-type: none"> <li>● Syntax and semantics</li> <li>● Append</li> <li>● Pop</li> <li>● Prepend</li> <li>● Sort</li> <li>● Count</li> <li>● Index</li> <li>● Insert</li> <li>● Remove</li> </ul>	<p><b>TASK 5</b></p> <p><b>TASK 5A</b></p> <p><i>Details may be seen at Annexure-I</i></p>

Week6	Dictionary Data Type & Methods	<ul style="list-style-type: none"> <li>● Success stories</li> <li>● ( For further detail please see Annexure: III)</li> <li>● Keys</li> <li>● Values</li> <li>● Items</li> <li>● Get</li> <li>● Merging</li> <li>● Pop</li> <li>● Clear</li> <li>● Copy</li> </ul>	<p><b>TASK 6</b></p> <p><b>TASK 6A</b></p> <p><i>Details may be seen at Annexure-I</i></p>
Week7	Intermediate level Programming in python	<ul style="list-style-type: none"> <li>● Motivational Lecture (For further detail please see Annexure: II)</li> <li>● Tuple</li> <li>● Set</li> <li>● Loops</li> <li>● Exception Handling</li> </ul>	<p><b>Task7</b></p> <p><b>Task 7A</b></p> <p><i>Details may be seen at Annexure-I</i></p>
Week 8	Functions	<ul style="list-style-type: none"> <li>● Success stories (For further detail please see Annexure: III)</li> <li>● Define</li> <li>● Calling</li> <li>● Default</li> <li>● Optional</li> <li>● Pass by Value</li> <li>● Pass by Reference</li> <li>● Recursive Function</li> </ul>	<p><b>TASK8</b></p> <p><i>Details may be seen at Annexure-I</i></p> <p><b>2<sup>nd</sup> Monthly Test at end of month (Week-8)</b></p>
Week 9	Flow Control	<ul style="list-style-type: none"> <li>● Motivational Lecture (For further detail please see Annexure: II)</li> <li>● Loop Structure</li> <li>● Conditional Operators</li> <li>● Nesting Loops</li> </ul>	<p><b>TASK9</b></p> <p><i>Details may be seen at</i></p>

		<ul style="list-style-type: none"> <li>● Exception Handling</li> </ul>	<u>Annexure-I</u>
Week10	<b>Packages &amp; Object-Oriented Programming</b>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● Packages</li> <li>● Classes</li> <li>● Objects</li> <li>● Methods</li> <li>● Accessors</li> </ul>	<b>TASK10</b>  <i>Details may be seen at <u>Annexure-I</u></i>
Week11	<b>Advance OOP</b>	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> ( For further detail please see Annexure: II)</li> <li>● Inheritance</li> <li>● Polymorphism</li> <li>● Encapsulation</li> <li>● Abstraction</li> </ul>	<b>TASK11</b>  <i>Details may be seen at <u>Annexure-I</u></i>
Week12	<b>I/O operations</b>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● File Handling</li> <li>● File Types</li> <li>● Nested Data Structures</li> </ul>	<b>TASK12</b>  <i>Details may be seen at <u>Annexure-I</u></i>  <b>3<sup>rd</sup> Monthly Test at end of month (Week-12)</b>
Week12	<b>Build your CV</b>	Download professional CV template from any good site ( <a href="https://www.coolfreecv.com">https://www.coolfreecv.com</a> or relevant) <ul style="list-style-type: none"> <li>● Add Personal Information</li> <li>● Add Educational details</li> <li>● Add Experience/Portfolio</li> <li>● Add contact details/profile links</li> </ul>	

		<ul style="list-style-type: none"> <li>•</li> </ul>	
<b>Week13</b>	<b>Projects</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Annexure: II) <ul style="list-style-type: none"> <li>○ Temperature Calculator</li> <li>○ Unit Conversion System</li> <li>○ Tic tac toc game</li> <li>○ Snake game</li> <li>○ GPA calculator</li> </ul> </li> </ul>	<b>TASK13</b>  <u>Details may be seen at Annexure-I</u>
<b>Mid-Term Assignment/Exam</b>			
<b>Week14</b>	<b>Python Application &amp; Framework</b>	<ul style="list-style-type: none"> <li>• <b>Success stories</b> ( For further detail please see Annexure: III) <ul style="list-style-type: none"> <li>• Desktop Applications</li> <li>• Web Applications</li> <li>• Machine Learning, AI, Data Science</li> </ul> </li> </ul>	<b>TASK14</b>  <u>Details may be seen at Annexure-I</u>
<b>Week15</b>	<b>Machine Learning Models</b>	<ul style="list-style-type: none"> <li>• <b>Motivational Lecture</b> (For further detail please see Annexure: II) <ul style="list-style-type: none"> <li>• Linear Regression</li> <li>• Logistic Regression</li> <li>• SVM</li> <li>• KNN</li> <li>• K-Mean Clustering</li> <li>• ANN</li> </ul> </li> </ul>	<b>TASK15</b>  <u>Details may be seen at Annexure-I</u>
<b>Week15</b>	<b>Machine Learning Projects</b>	Project Examples <ul style="list-style-type: none"> <li>• COVID-19 Prediction</li> <li>• Prices Prediction</li> <li>• Flower Classification</li> <li>• Time Series Analysis</li> </ul>	



<p><b>Week 16</b></p>	<p><b>Introduction to Deep Learning</b></p>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● Sequential Network</li> <li>● Conv1D Network</li> <li>● Conv2D Network</li> <li>● CNN</li> </ul>	<p><b>TASK16</b></p> <p><i>Details may be seen at Annexure-I</i></p> <p><b>4th Monthly Test at end of month (Week-16)</b></p>
<p><b>Week 17</b></p>	<p><b>Mini Project with Deep Learning</b></p>	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> </ul> <p>Project Examples</p> <ul style="list-style-type: none"> <li>● Handwritten Digit Recognizer</li> <li>● Face Marching</li> <li>● NLP Sentiment Analysis</li> </ul>	<p><b>TASK17</b></p> <p><i>Details may be seen at Annexure-I</i></p>
<p><b>Week18</b></p>	<p><b>Final Project Announcement</b></p>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● Guideline to Trainees for FYP</li> <li>● PROJECT Assignment Individual (According to Interest)</li> <li>● Assign trending projects</li> <li>● Guideline for freelancing</li> <li>● Requirements Gathering</li> <li>● Final Project Presentation</li> </ul>	<p><b>TASK18</b></p> <p><i>Details may be seen at Annexure-I</i></p>

Week 19	Web Development	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● HTML</li> <li>● CSS</li> <li>● BOOTSTRAP</li> <li>● JAVASCRIPT</li> <li>● AJAX</li> </ul>	<b>TASK19</b>  <u>Details may be seen at Annexure-I</u>
Week 20	Django Framework	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● Project Creation in Django</li> <li>● App Creation in Django</li> <li>● URL Setting</li> <li>● Views Defining</li> <li>● Template Rendering</li> </ul>	<b>TASK20</b>  <u>Details may be seen at Annexure-I</u>  <b>5<sup>th</sup> Monthly Test at end of month (Week-20)</b>
Week 21	Advance Django 1	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● Models with SQL database</li> <li>● Creating</li> <li>● Migrations</li> <li>● Model Forms</li> <li>● User Creation Form</li> <li>● Authentication</li> </ul>	<b>TASK21</b>  <u>Details may be seen at Annexure-I</u>
Week22	Rest Framework	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> </ul>	<b>TASK22</b>  <u>Details may be</u>

		<ul style="list-style-type: none"> <li>● Json Response</li> <li>● API</li> <li>● Serializers</li> </ul>	<i>seen at Annexure-I</i>
<b>Week23</b>	<b>Advance Django 2</b>	<ul style="list-style-type: none"> <li>● Email Configurations</li> <li>● Password Resetting</li> <li>● Social Account Connectivity</li> <li>● Admin Privileges</li> <li>● Decorators</li> <li>● Deployment</li> </ul>	<b>TASK22</b> <i>Details may be seen at Annexure-I</i>
<b>Week24</b>	<b>Django Authentications</b>	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● Password Reset</li> <li>● Account Activation with Email</li> <li>● User Profile Management</li> </ul>	<b>TASK23</b> <i>Details may be seen at Annexure-I</i>
<b>Week25</b>	<b>Python Libraries for Django</b>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( For further detail please see Annexure: III)</li> <li>● WhatsApp Automation</li> <li>● Salary Alert Automation</li> <li>● Login with Social Account</li> <li>● Admin Panel Management</li> </ul>	<b>TASK24</b> <i>Details may be seen at Annexure-I</i>
<b>Week25</b>	<b>Flask</b>	<ul style="list-style-type: none"> <li>● <b>Motivational Lecture</b> (For further detail please see Annexure: II)</li> <li>● Website using Flask. ...</li> <li>● Rest API with Flask. ...</li> <li>● Deploy Machine Learning Models using Flask. ...</li> </ul>	<b>TASK25</b> <i>Details may be seen at Annexure-I</i>

<b>Week 26</b>	<b>Entrepreneurship and Final Assessment in project</b>	<ul style="list-style-type: none"> <li>● <b>Success stories</b> ( <i>For further detail please see Annexure: III</i>)</li> <li>● Job Market Searching</li> <li>● Self-employment</li> <li>● Freelancing sites</li> <li>● Final Assessment</li> </ul>	<b>TASK26</b>  <u><i>Details may be seen at Annexure-I</i></u>  <b>Final Exams</b>
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### Tasks For Certificate in Web Development with Python

Task No.	Task	Description	Week
<b>Web Development Techniques</b>			
1	<b>Explore Importance of the Course</b>	Make presentation on applications of Django in different fields.	1
2	<b>Data exploration</b>	Apply data visualization. <ul style="list-style-type: none"> <li>• Histogram</li> <li>• Bar charts</li> <li>• Pie charts</li> <li>• Box plot</li> </ul>	2
3	<b>Test Code</b>	Prepare presentation on types of errors and write unit test code for your program.	3
4	<b>Loop</b>	Evaluate that how much static memory is being consumed foe nested loop of your program.	4
5	<b>Basic Python Program for String</b>	Write a Python program to calculate working hours as 16 hours and 10 mint 16:05 and then split it with string method and convert it to minutes.	5
5A	<b>Palindrome</b>	Check that your name is palindrome or not?	
6	<b>Encoding</b>	Convert your string in some encoded format as “asad” will convert as “%\$%*”.	6
6A	<b>Dict Sum</b>	Write a Python function to sum all the values in dictionary also control the exception for your program as for string value.	
7	<b>Scrap and Exception</b>	Write a Python program for scrapping any data and control the exception with exception handling methods of the python.	7
8	<b>Functions</b>	Write a program to pass an image to function and function convert the shape of image and return it to you.	8
9	<b>Break and Continue</b>	Explain the working of break and continue in loop and	9

<b>Task No.</b>	<b>Task</b>	<b>Description</b>	<b>Week</b>
		conditional structure.	
<b>10</b>	<b>Method Overriding</b>	Write a program to explain the difference of Overriding and Overloading.	<b>10</b>
<b>11</b>	<b>Public</b>	<ul style="list-style-type: none"> <li>• Explain the difference between public and default for encapsulation concept.</li> </ul>	<b>11</b>
<b>12.</b>	<b>Encode and Decoded Data</b>	Assume you have file and you don't want to show your data to hacker that what strategy you adopt to encode and decode your data.	<b>12</b>
<b>13</b>	<b>Exercise and examples</b>	<ul style="list-style-type: none"> <li>• Search codes on GitHub and try to implement it</li> <li>• Number plate Detection</li> </ul>	<b>13</b>
<b>14</b>	<b>Exercise and examples</b>	Make an application for weather temperature.	<b>14</b>
<b>15</b>	<b>Exercise and examples</b>	Perform Machine Learning Experiment on Provided data.	<b>15</b>
<b>16</b>	<b>Presentation on ML</b>	Make and deliver presentation about Deep Learning Paper.	<b>16</b>
<b>17.</b>	<b>Face Recognition</b>	For attendance system implement face recognition system.	<b>17</b>
<b>18</b>	<b>Project Ideas</b>	Present Project Ideas.	<b>18</b>
<b>19</b>	<b>Portfolio</b>	<ul style="list-style-type: none"> <li>• Design your portfolio.</li> </ul>	<b>19</b>

<b>Task No.</b>	<b>Task</b>	<b>Description</b>	<b>Week</b>
20	<b>Django Portfolio</b>	<ul style="list-style-type: none"> <li>Integrate your portfolio with Django Framework</li> </ul>	20
21	<b>Payroll</b>	Develop an Website for Employee Payroll Management.	21
22	<b>POSTMAN</b>	Develop an API and test it with postman.	22
23	<b>Heroku Deployment</b>	Deploy your application on Heroku and present any good alternative.	23
24	<b>Signals</b>	Use Django signals and remove old profile picture when user update new one.	24
25	<b>Exercise</b>	Twilio API	25
26	<b>Final project</b>	Final project Assessment	26

**What is freelancing and how you can make money online - BBCURDU**

<https://www.youtube.com/watch?v=9jCJN3Ff0kA>

**What Is the Role of Good Manners in the Workplace? By Qasim Ali Shah | In Urdu**

<https://www.youtube.com/watch?v=Qi6Xn7vKIIQ>

**Hisham Sarwar Motivational Story | Pakistani Freelancer**

[https://www.youtube.com/watch?v=CHm\\_BH7xAXk](https://www.youtube.com/watch?v=CHm_BH7xAXk)

**21 Yr Old Pakistani Fiverr Millionaire | 25-35 Lakhs a Month Income | Interview**

<https://www.youtube.com/watch?v=9WrmYYhr7S0>

**Success Story of a 23 Year - Old SEO Expert | How This Business Works | Urdu Hindi Punjabi**

<https://www.youtube.com/watch?v=tIQ0CWgszI0>

**Failure to Millionaire - How to Make Money Online | Fiverr Superhero Aaliyaan Success Story**

<https://www.youtube.com/watch?v=d1hocXWSpus>



## Annexure-II

### SUGGESTIVE FORMAT AND SEQUENCE ORDER OF MOTIVATIONAL LECTURE.

#### Mentor

Mentors are provided an observation checklist form to evaluate and share their observational feedback on how students within each team engage and collaborate in a learning environment. The checklist is provided at two different points: Once towards the end of the course. The checklists are an opportunity for mentors to share their unique perspective on group dynamics based on various team activities, gameplay sessions, pitch preparation, and other sessions, giving insights on the nature of communication and teamwork taking place and how both learning outcomes and the student experience can be improved in the future.

#### Session- 1 (Communication):

Please find below an overview of the activities taking place Session plan that will support your delivery and an overview of this session's activity.

Session- 1 OVERVIEW
Aims and Objectives:
<ul style="list-style-type: none"> <li>To introduce the communication skills and how it will work</li> <li>Get to know mentor and team - build rapport and develop a strong sense of a team</li> <li>Provide an introduction to communication skills</li> <li>Team to collaborate on an activity sheet developing their communication, teamwork, and problem-solving</li> <li>Gain an understanding of participants' own communication skills rating at the start of the program</li> </ul>

Activity:	Participant Time	Teacher Time	Mentor Time
Intro Attend and contribute to the scheduled.			
Understand good communication skills and how it works.			
Understand what good communication skills mean			
Understand what skills are important for good communication skills			
<b>Key learning outcomes:</b>	<b>Resources:</b>		<b>Enterprise skills developed:</b>
<ul style="list-style-type: none"> <li>Understand the communication skills and how it works.</li> <li>Understand what communication skills mean</li> <li>Understand what skills</li> </ul>	<ul style="list-style-type: none"> <li>Podium</li> <li>Projector</li> <li>Computer</li> <li>Flip Chart</li> <li>Marker</li> </ul>		<ul style="list-style-type: none"> <li>Communication</li> <li>Self Confidence</li> <li>Teamwork</li> </ul>

are important for communication skills

Schedule	Mentor Should do
<b>Welcome:</b> <b>5 min</b>	Short welcome and ask the <b>Mentor</b> to introduce him/herself. Provide a brief welcome to the qualification for the class. Note for Instructor: Throughout this session, please monitor the session to ensure nothing inappropriate is being happened.
<b>Icebreaker:</b> <b>10 min</b>	Start your session by delivering an icebreaker, this will enable you and your team to start to build rapport and create a team presentation for the tasks ahead. The icebreaker below should work well at introductions and encouraging communication, but feel free to use others if you think they are more appropriate. It is important to encourage young people to get to know each other and build strong team links during the first hour; this will help to increase their motivation and communication throughout the sessions.
<b>Introduction &amp; Onboarding:</b> <b>20mins</b>	Provide a brief introduction of the qualification to the class and play the “Onboarding Video or Presentation”. In your introduction cover the following: 1. Explanation of the program and structure. (Kamyab jawan Program) 2. How you will use your communication skills in your professional life. 3. Key contacts and key information – e.g. role of teacher, mentor, and SEED. Policies and procedures (user agreements and “contact us” section). Everyone to go to the Group Rules tab at the top of their screen, read out the rules, and ask everyone to verbally agree. Ensure that the consequences are clear for using the platform outside of hours. (9am-8pm) 4. What is up next for the next 2 weeks ahead so young people know what to expect (see pages 5-7 for an overview of the challenge). Allow young people to ask any questions about the session topic.
<b>Team Activity Planning:</b> <b>30 minutes</b>	<p><b>MENTOR:</b> Explain to the whole team that you will now be planning how to collaborate for the first and second collaborative Team Activities that will take place outside of the session. There will not be another session until the next session so this step is required because communicating and making decisions outside of a session requires a different strategy that must be agreed upon so that everyone knows what they are doing for this activity and how.</p> <ul style="list-style-type: none"> <li>• “IDENTIFY ENTREPRENEURS” TEAM ACTIVITY</li> <li>• “BRAINSTORMING SOCIAL PROBLEMS” TEAM ACTIVITY”</li> </ul> <p><i>As a team, collaborate on a creative brainstorm on social problems in your community. Vote on the areas you feel most passionate about as a team, then write down what change you would like to see happen.</i></p> <p>Make sure the teams have the opportunity to talk about how they want to work as a team through the activities e.g. when they want to complete the activities, how to communicate, the role of the project manager, etc. Make sure you allocate each young person a specific</p>

	<p>week that they are the project manager for the weekly activities and make a note of this.</p> <p>Type up notes for their strategy if this is helpful - it can be included underneath the Team Contract.</p>
<p><b>Session Close:</b> <b>5 minutes</b></p>	<p><b>MENTOR:</b> Close the session with the opportunity for anyone to ask any remaining questions.</p> <p><b>Instructor:</b> Facilitate the wrap-up of the session. A quick reminder of what is coming up next and when the next session will be.</p>

**MOTIVATIONAL LECTURES LINKS.**

<b>TOPIC</b>	<b>SPEAKER</b>	<b>LINK</b>
<b>How to Face Problems In Life</b>	Qasim Ali Shah	<a href="https://www.youtube.com/watch?v=OrQte08M190">https://www.youtube.com/watch?v=OrQte08M190</a>
<b>Just Control Your Emotions</b>	Qasim Ali Shah	<a href="https://www.youtube.com/watch?v=JzFs_yJt-w">https://www.youtube.com/watch?v=JzFs_yJt-w</a>
<b>How to Communicate Effectively</b>	Qasim Ali Shah	<a href="https://www.youtube.com/watch?v=PhHAQEGehKc">https://www.youtube.com/watch?v=PhHAQEGehKc</a>
<b>Your ATTITUDE is Everything</b>	Tony Robbins Les Brown David Goggins Jocko Willink Wayne Dyer Eckart Tolle	<a href="https://www.youtube.com/watch?v=5fS3rj6eIFg">https://www.youtube.com/watch?v=5fS3rj6eIFg</a>
<b>Control Your EMOTIONS</b>	Jim Rohn Les Brown TD Jakes Tony Robbins	<a href="https://www.youtube.com/watch?v=chn86sH0O5U">https://www.youtube.com/watch?v=chn86sH0O5U</a>
<b>Defeat Fear, Build Confidence</b>	Shaykh Atif Ahmed	<a href="https://www.youtube.com/watch?v=s10dzfbozd4">https://www.youtube.com/watch?v=s10dzfbozd4</a>
<b>Wisdom of the Eagle</b>	Learn Kurooji	<a href="https://www.youtube.com/watch?v=bEU7V5rJTtw">https://www.youtube.com/watch?v=bEU7V5rJTtw</a>
<b>The Power of ATTITUDE</b>	Titan Man	<a href="https://www.youtube.com/watch?v=r8LJ5X2ejqU">https://www.youtube.com/watch?v=r8LJ5X2ejqU</a>
<b>STOP WASTING TIME</b>	Arnold Schwarzenegger	<a href="https://www.youtube.com/watch?v=kzSBrJmXqdg">https://www.youtube.com/watch?v=kzSBrJmXqdg</a>
<b>Risk of Success</b>	Denzel Washington	<a href="https://www.youtube.com/watch?v=tbnzAVRZ9Xc">https://www.youtube.com/watch?v=tbnzAVRZ9Xc</a>

SUCCESS STORY\*

S. No	Key Information	Detail/Description
1.	<b>Self &amp; Family background</b>	<b>Mr Irfan</b> is a computer Engineering graduate from VU Pakistan, He has completed the short course “Advanced Python Programming” from Kamyab Jawan Program. Now he is working as a web developer expert in Pakistan’s pioneer IOT lab which is located in KICS UET Lahore, he is selected during his period of course
2.	<b>How he came on board NAVTTC Training/ or got trained through any other source</b>	Form KICS UET(NAVTTC partner institute)
3.	<b>Post-training activities</b>	<p>Irfan area of expertise is in <b>Python Programming</b>. He was selected as a web developer expert in IoT lab during his course in Kamyab jawan Program , he is also doing freelancing and earning a handsome amount of money.</p> <p>“I needed to understand what worked, so I read blogs, participated in forums, and analyzed profiles of successful freelancers. It was an uphill struggle, but I didn’t want to give up,” he explains.</p> <p>Irfan says he understands why clients would be apprehensive giving projects to untested freelancers. They have hundreds of options to choose from, he explains, and to give a project to someone with no experience requires a strong leap of faith.</p>
4.	<b>Message to others (under training)</b>	<p>Take the training opportunity seriously</p> <p>Impose self-discipline and ensure regularity</p> <p>Make Hard work pays in the end so be always ready for the same.</p>

*\*Example pattern*

**Note:** Success story is a source of motivation for the trainees and can be presented in several ways/forms in a NAVTTC skill development course as under: -

1. To call a passed out successful trainee of the institute. He will narrate his success story to the trainees in his own words and meet trainees as well.
2. To see and listen to a recorded video/clip (5 to 7 minutes) showing a successful trainee Audio-video recording that has to cover the above-mentioned points.\*
3. The teacher displays the picture of a successful trainee (name, trade, institute, organization, job, earning, etc) and narrates his/her story in the teacher’s own motivational words.

*\* The online success stories of renowned professional can also be obtained from **Annex-II***

## Workplace/Institute Ethics Guide

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Work ethic is a standard of conduct and values for job performance. The modern definition of what constitutes good work ethics often varies. Different businesses have different expectations. Work ethic is a belief that hard work and diligence have a moral benefit and an inherent ability, virtue, or value to strengthen character and individual abilities. It is a set of values-centered on the importance of work and manifested by determination or desire to work hard.

The following ten work ethics are defined as essential for student success:

**1. Attendance:**

Be at work every day possible, plan your absences don't abuse leave time. Be punctual every day.

**2. Character:**

Honesty is the single most important factor having a direct bearing on the final success of an individual, corporation, or product. Complete assigned tasks correctly and promptly. Look to improve your skills.

**3. Team Work:**

The ability to get along with others including those you don't necessarily like. The ability to carry your weight and help others who are struggling. Recognize when to speak up with an idea and when to compromise by blend ideas together.

**4. Appearance:**

Dress for success set your best foot forward, personal hygiene, good manner, remember that the first impression of who you are can last a lifetime

**5. Attitude:**

Listen to suggestions and be positive, accept responsibility. If you make a mistake, admit it. Values workplace safety rules and precautions for personal and co-worker safety. Avoids unnecessary risks. Willing to learn new processes, systems, and procedures in light of changing responsibilities.

**6. Productivity:**

Do the work correctly, quality and timelines are prized. Get along with fellows, cooperation is the key to productivity. Help out whenever asked, do extra without being asked. Take pride in your work, do things the best you know-how. Eagerly focuses energy on accomplishing tasks, also referred to as demonstrating ownership. Takes pride in work.

**7. Organizational Skills:**

Make an effort to improve, learn ways to better yourself. Time management; utilize time and resources to get the most out of both. Take an appropriate approach to social interactions at work. Maintains focus on work responsibilities.

**8. Communication:**

Written communication, being able to correctly write reports and memos.  
Verbal communications, being able to communicate one on one or to a group.

**9. Cooperation:**

Follow institute rules and regulations, learn and follow expectations. Get along with fellows, cooperation is the key to productivity. Able to welcome and adapt to changing work situations and the application of new or different skills.

**10. Respect:**

Work hard, work to the best of your ability. Carry out orders, do what's asked the first time. Show respect, accept, and acknowledge an individual's talents and knowledge. Respects diversity in the workplace, including showing due respect for different perspectives, opinions, and suggestions.